

## MEMORANDUM

#04-22

**TO:** All Higher Education Fiscal Officers  
All School Business Managers

**FROM:** Trisha L. Neely, Director

**DATE:** May 13, 2004

**SUBJECT: NEXT FISCAL YEAR PURCHASE ORDERS**

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Effective Monday, May 10, 2004, the Division of Accounting started accepting purchase orders for **Fiscal Year 2005** in accordance with Section 6519, Chapter 65, Title 29, Delaware Code. Please adhere to the following instructions for keying next fiscal year purchase orders in DFMS:

**Purchase orders greater than \$2,500.** The batch number will have "N" in the first position. The second and third positions are unique to your division, and will keep your next fiscal year PO's (greater than \$2,500) together in the suspense file. This identifier will simply be your division number. The last three positions of the batch number should be the sequential number assigned to each batch, starting with 001.

Examples:

Seaford School District, 95-2300, unique identifier will be 23

Delaware State University, 90-03, unique identifier will be 03

**Purchase orders \$2,500 or less.** The batch number will have "N" in the first position and "M" in the second position. The third and fourth positions are unique to your division, and will keep your next fiscal year PO's (\$2,500 or less) together in the suspense file. This identifier will be your division number as explained above. The last two positions of the batch number should be the sequential number assigned to each batch, starting with 01.

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**IMPORTANT: ALL NEXT FISCAL YEAR PO'S MUST BE BATCHED.**

The following steps apply to all next fiscal year purchase orders regardless of dollar amount.

1. The batch date and the PO date must be 07-01-04.
2. The budget fiscal year must be '05.
3. The appropriation code must be 0165 for all school districts or 0160 for all colleges.
4. The batch must be in a "held" status.
5. You must apply the first and second levels of approval on these PO batches.

There will be error messages as a result of not having all the FY '05 tables in the system.

For purchase orders greater than \$2,500, each purchase order must be stamped "Next Fiscal Year" and batched separately to distinguish them from Fiscal Year 2004 purchase orders. These purchase orders should be mailed to the Division of Accounting under separate cover once each week.

For purchase orders \$2,500 or less, it is the responsibility of the agency to mail out the vendor copy. Vendor copies should only be mailed after the purchase orders are keyed into DFMS.

A report, "Inventory of Next Fiscal Year Purchase Orders" will be distributed with the regular month end reports. The format of this report is similar to the "Schedule of Encumbrances."

If there are any further questions concerning these procedures, please feel free to contact your State Accountant.

TLN:ed

cc Tom Kirkpatrick, Budget Office  
State Accountants  
Doreen Carver